

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, made this 14th day of June, 2010, by and between Tufton Professional Baseball, LLC, sometimes hereinafter referred to as Tufton, a Maryland Limited Liability Company and **THE CITY OF ABERDEEN**, 60 North Parke Street, Aberdeen, Maryland 21001, a body corporate and politic of the State of Maryland, sometimes hereinafter referred to as the City.

WHEREAS, the City is the owner of Ripken Stadium ("Stadium") located in Aberdeen; and

WHEREAS, Ripken Stadium is used by the Aberdeen Ironbirds for minor league baseball, Ripken Baseball, and other events including events scheduled by the City, and

WHEREAS, the parties are concerned about the maintenance of Ripken Stadium; and

WHEREAS, the parties have developed a maintenance plan that sets forth the particulars of and responsibility for the maintenance of Ripken Stadium; and

WHEREAS, the parties have come to an understanding regarding the plan for the maintenance of the Ripken Stadium which understanding is set forth below.

NOW, THEREFORE, the parties agree as follows:

1. A document entitled, RIPKEN STADIUM MAINTENCE PLAN, (APlan") which is attached hereto and made a part hereof as Exhibit A sets forth the particulars of the use of the Plan to which the parties shall strictly adhere in maintaining the Stadium.
2. In the event of a difference of opinion as to the performance of the Plan the concerned party shall immediately notify the other party, in writing, of the particulars of its concern. The notified party shall promptly rectify the concern. In the event the parties disagree as to the lack of performance they shall promptly meet to discuss and resolve their differences.
3. The term of the Plan shall be for two years. The term of the Plan shall be renewed for one additional term of two years unless one of the parties notifies the other in writing ninety days prior to the date of the expiration of the original term of its intent not to renew the term of the Plan for an additional two years.



4. All notices required to be given hereunder shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Tufton Professional :
Baseball, LLC.

Tufton Professional Baseball, LLC
1427 Clarkview Road
Suite 100
Baltimore, Maryland 21209
Attention: Glenn V. Valis

If to the City:

Doug Miller, City Manager
60 N. Parke Street
Aberdeen, Maryland 21001

5. No amendment or modification of this Memorandum of Understanding shall be effective unless in writing and executed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have duly executed this Memorandum of Understanding the day and year above indicated.

WITNESS/ATTEST:

Tufton Professional Baseball, LLC

Morgan A. Cornell

By *Glenn V. Valis*
Glenn V. Valis

CITY OF ABERDEEN

Morgan A. Cornell

By *Michael E. Bennett*
Michael E. Bennett, Mayor



RIPKEN STADIUM INSPECTION AND MAINTENANCE PROGRAM

*combined copy
of program
w/ executed
mov*

MEMORANDUM OF UNDERSTANDING

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3. The term of the Plan shall be for two years. The term of the Plan shall be renewed for one additional term of two years unless one of the parties notifies the other in writing ninety days prior to the date of the expiration of the original term of its intent not to renew the term of the Plan for an additional two years.

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Baseball, LLC.

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1427 Clarkview Road
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Attention: Glenn V. Valis

If to the City:

Doug Miller, City Manager
60 N. Parke Street
Aberdeen, Maryland 21001

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IN WITNESS WHEREOF, the parties hereto have duly executed this Memorandum of Understanding the day and year above indicated.

WITNESS/ATTEST:

Tufton Professional Baseball, LLC

Mona A. Cornell

By *Glenn V. Valis*
Glenn V. Valis

CITY OF ABERDEEN

Mona A. Cornell

By *Michael E. Bennett*
Michael E. Bennett, Mayor

Ripken Stadium 2010 Maintenance Plan

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Ripken Stadium Maintenance Plan

01. Roof Maintenance

Purpose: This roof maintenance program is to protect the capital investment of a new roof. Proper roof maintenance will not only add years to the life of a roof, it will also uncover problems before a roof leak saturates insulation, creates mold and damages the interior of the building.

Documentation: Design drawing depicting the roof configurations to include roof plans showing the location of all penetrations, rooftop equipment, drains, entry doors, etc. (Attached: Roof Plan A3, Plumbing Level 2 SW Plan P5, Plumbing Level 2 NW Plan P6, Mechanical Level 2 SW Plan M3, Alternate Mechanical Level 2 SW Plan M3A, Mechanical Level 2 NW Plan M4, Alternate Mechanical Level 2 NW Plan M4A)

General housekeeping: The following is the listing of general housekeeping responsibilities:

- * Minimize roof traffic
- * Pick up and dispose of rooftop debris-nails, fasteners, bottles, etc.
- * Clean or unclog roof drains and gutters
- * Use de-icing salt on frozen roof drains; refrain from cracking the ice

Checklist: Semi-Annual inspections (**April and September**) and immediately after significant storm events. These visual inspections shall be conducted by Ripken Baseball Facilities Management staff. Inspections shall be documented using a Checklist that includes a minimum of: the components inspected, the maintenance required (if any), time and date of inspection, suggested detailed maintenance, as well as time and date of completion. Every second year a licensed professional roofing contractor will conduct the second semi-annual inspection and provide a written report of the conditions at the expense of the lessee.

The following is the listing of components that shall be inspected on the scheduled basis.

Component	Maintenance/Check Required
<i>Exterior Walls</i>	* for leaks, staining, missing mortar
<i>Interior Roof Deck</i>	* for signs of leaks or deterioration
<i>Ceiling</i>	* for signs of leaks



Ripken Stadium Maintenance Plan

01. Roof Maintenance

<i>Interior Walls</i>	* for signs of leaks
<i>Roof Edge</i>	* for deterioration
<i>Fascia/Coping</i>	* for deterioration
<i>Expansion Joints</i>	* for signs of excessive movement, leaks, deterioration
<i>HVAC</i>	* check duct work, housings, condensate lines, pipes * inspect sheet metal cabinets and gaskets * inspect equipment base/tie-in
<i>Penetrations</i>	* fill all pitch pans, inspect pipe boots
<i>Drainage System</i>	* clear all gutters, downspouts, scuppers * clean out drains * make sure drains are working properly * check strainers and clamping rings
<i>Base Flashings</i>	* check attachment and repair as necessary
* check counter flashings	* inspect for signs of movement
<i>Metal</i>	* check attachment and repair as necessary * paint any rusted metal * re-caulk as necessary
<i>Other</i>	* check for oil deposits/surface contamination, soft areas, vandalism, etc.



Ripken Stadium Maintenance Plan

01. Roof Maintenance

Maintenance: This shall occur on an immediate basis, in response to inspection deficiencies or storm damage; on a yearly basis, for re-caulking, etc.; and on a multi-year basis for more elaborate base flashing repairs, coatings and restorations. Repair SOP's shall be developed as needed. All simple maintenance will be done using industry standard repairs and documented. The more elaborate maintenance should be conducted by a Maryland licensed roofing contractor.

Modifications: Any capital project modifications to the roof component of the Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a Maryland Licensed Engineer's report. This report must contain a design of the modification, an analysis of the modification, and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests

Ripken Stadium
01. Plan Roof Maintenance Inspection Checklist

Component	Maintenance Inspection Required	Staff Initials	Inspection Grade	Corrective Action / Projected Action
Exterior Walls	for leaks, staining, missing mortar			
Interior Roof Deck	for signs of leaks or deterioration			
Ceiling	for signs of leaks or deterioration			
Interior walls	for signs of leaks or deterioration			
Roof Edge	for deterioration			
Fascia/Coping	for deteriorations			
Expansion Joints	for signs of excessive movement, leaks deterioration			
HVAC	check duct work, housings, condensate lines (blockages), pipes			
	inspect sheet metal cabinets and gaskets			
	inspect equipment base/tie-in			
Penetrations	fill all pitch pans, inspect pipe boots			
Drainage System	clear all gutters, downspouts, scuppers			
	clean out drains			
	makes sure drains are working properly			
	check strainers and clamping rings			
Base Flashings	check attachment and repair as necessary			
	check counter flashings			
	inspect for signs of movement			
Component	Maintenance Inspection Required	Staff Initials	Inspection Grade	Corrective Action / Projected Action
Metal	check attachment and repair as necessary			
	paint any rusted metal			
	re-caulk as necessary			
Other	check for oil deposits, surface contamination, soft areas, vandalism, etc.			

Completed by: _____ Date: _____



Ripken Stadium Maintenance Plan

02 Exterior Concrete/CMU/Brick/Handrails

Purpose: This concrete maintenance program is to protect the capital investment of the concrete and bricks. Proper maintenance of these will not only add years to the life of the exterior, it will also uncover any major problems before they occur.

General Housekeeping: Keep the walkways and concourse free of debris by sweeping and power-washing when needed. During the winter months, keep the areas clear of ice and snow once it has accumulated. Always be on the lookout for damage.

Checklist: Semi-annual inspections (**April and September**) and immediately after large events at the stadium. The visual inspections shall be conducted by Ripken Baseball Facilities Management Staff. The inspection shall be documented using a checklist that includes the areas inspected, the maintenance or check required, time and date of inspection, suggested maintenance and the time and date the maintenance was completed. Every second year a licensed Structural Engineer will conduct a written inspection and provide a report of the conditions and suggest any necessary repairs.

The following is the list of components that shall be inspected on the scheduled basis.

Component	Maintenance/Check Required
CMU/Block Walls	*cracks and gaps *efflorescence or white streaking *interior damp or mildewed
Concrete Concourse	*staining/grease/standing water *cracks or gaps *steps and curbs-chipped treads or risers *delaminating or spalling *sealants-control joints *drains-clogs/debris *drain grates installed and tight
Retaining walls	*cracks or bowing
Handrails	* inspect for fractures and or loose base
Other	*safety hazards-dropped concrete or lips

Maintenance: This shall occur on an immediate basis, in response to inspection deficiencies or on a yearly basis. All simple maintenance will be done using industry repairs and documented. Repair SOP's shall be developed as needed. The more elaborate maintenance should be conducted by a Maryland licensed contractor that shows proficiency in concrete repairs.

Modifications: Any capital project modifications to the concrete/CMU's/Brick/Handrails at Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a Maryland Licensed Engineer's report. This report must contain a design of the modification, an analysis of the modification, and must show no impact to the structural or functional integrity of the building. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

RIPKEN STADIUM CHECKLIST REVIEW

02. Exterior Concrete/CMU/Brick/Handrail Maintenance Inspection Checklist

Component	Maintenance Inspection Required	Staff Initials	Inspection Grade	Corrective Action and or Planned Action
Handrails	Fractures or Loose Base			
CMU/Block Walls	Cracks or Gaps			
CUM/Block Walls	Efflorescence or White Streaking			
CMU/Block Walls	Interior damp or mildewed			
Concrete Concourse	Staining / grease			
Concrete Concourse	Cracks or Gaps			
Concrete Concourse	Steps-chipped treads or risers			
Concrete Concourse	Delamination or spalling			
Concrete Concourse	Sealant - Control joints			
Concrete Concourse	Drains - Clogs/debris			
Concrete Concourse	Drains - Grates installed and tight			
Retaining Walls	Crack or bowing			
Other	Safety hazards-dropping concrete or lips			

Completed by _____ Date: _____
Name & Title



Ripken Stadium Maintenance Plan

03. Electrical Maintenance

Purpose: The electrical maintenance plan is to protect the capital investment of new units. Proper maintenance on the units will not only add years of life to them but also uncover future problems before they occur.

General housekeeping: The following is a list of general housekeeping responsibilities:

- Keep transformers well ventilated.
- Keep a 3 foot area of clear space around panels and transformers
- All mechanical rooms shall be kept neat and clean as not to violate the first 2 points related to obstruction of transformers and panels.

Checklist: Monthly inspections shall be done on all electrical components at Ripken Stadium. The visual inspections shall be conducted by Ripken Baseball Facilities Manager. These will be documented using a Checklist that includes at a minimum the components inspected, the maintenance or check required, time and date of inspection, suggested maintenance and the time and date the maintenance was completed. Every second year a licensed professional electrician will conduct a semi-annual inspection. This inspection will be focused on the feed power, panels and switchgear. A written report shall be provided at the expense of the lessee.

The following is the listing of components that shall be inspected on the scheduled basis:

<u>Component</u>	<u>Maintenance/Check Required</u>
Lighting	Ballast-operational/excessive noise
Switches	Operational
Receptacles	Operational
Panels	Tripped breakers
Transformers	Well ventilated
Safety	Loose wires/hazards/doors locked
Fire Inspector	Panels/transformers – 3 feet of clear space
GFCI's	Ground Fault Circuit Interrupters-Test Monthly

Maintenance: This shall occur on an immediate basis, in response to inspection deficiencies. All simple maintenance will be done using industry standard repairs and documented. The more elaborate maintenance should be conducted by a Maryland licensed electrician.



Ripken Stadium Maintenance Plan

03. Electrical Maintenance

Modifications: Any capital project modifications to the electrical units of the Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. Repair SOP's shall be developed as needed. All proposed modifications must be accompanied by a Maryland Licensed Electrician's report. In the event of major modifications the city has the right to require the design be completed by a licensed professional electrical engineer. This report must contain a design of the modifications and analysis of the modification and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

RIPKEN STADIUM CHECKLIST REVIEW

03. Electrical Maintenance Inspection Checklist				
IB Stadium - Home team clubhouse				
Component	Maintenance/Check Required	Staff Initials	Inspection Grade	Corrective Action or Planned Action
Lighting	Ballast - Operational			
Lighting	Ballast - Excessive Noise			
Switches	Operational			
Recepticals	Operational			
Panels	Tripped Breakers - Operational			
Transformers	Well Vented - Operational			
Safety	Loose Wires			
Safety	Hazards			
Safety	Electrical Closets - Locked			
Fire Inspection	Panels/Transformers - 3 feet clearance space			
GFCI's	Test Monthly			

Completed by: _____ Date: 5/25/10

Name & Title



Ripken Stadium Maintenance Plan

04. HVAC Maintenance

Purpose: This HVAC maintenance plan is to protect the capital investment of a new Heating and Cooling system. Proper maintenance of this unit will not only add years to the life of the unit, it will also uncover problems prior to them happening.

General Housekeeping: Filters. The filters on the unit must be changed frequently as needed. The filters should be checked monthly and changed as needed.(in-House)

Checklist: Semi-annual inspections shall be done in **April and September**. The visual inspections shall be conducted by certified Maryland contractor. These inspections shall be documented using a Checklist that includes at a minimum the component inspected, the maintenance or check required, time and date of inspection, suggested maintenance and the time and date the maintenance was completed. Every year a licensed professional HVAC mechanical engineer shall conduct the annual inspection and service the system and provide a written report of the conditions at the expense of the lessee.

The following is the listing of components that shall be inspected on the scheduled basis.

<u>Component</u>	<u>Maintenance/Check Required</u>
Filter	Size/dirt accumulation
Condenser Fan Motor	Vibration test, lubricate, examine motor Mount resiliency, check motor
Electrical Disconnect	Inspect contacts and loose connections, Check for proper operation
Motor Starter	Inspect starter coils and contacts, Tighten all electrical connections, Check operating current, voltage and heater size, check fan wheel and clean dirt accumulation
Condenser Fan	Check fan wheel and clean dirt away, Lubricate bearings and check for end play and excessive bearing temp and wear, Check condition of drive couplings and belts, Adjust as required & check for corrosion and wear



Ripken Stadium Maintenance Plan

04. HVAC Maintenance

Condenser Coil	Clean finned surfaces, check for corrosion and wear Check for damage or leaks Straighten bent fins
Refrigeration Control Panel	Sequence test all controls Calibrate and clean controllers and safety controls Check for damage or leaks
Refrigeration Compressor	Check crankcase heater operation Check refrigerant charge Check for refrigerant and oil leaks Check oil level and condition Perform acid test Observe bearing and operation surface temperatures Measure vibration
Zone Control Actuators	Inspect, clean and calibrate, adjust linkage as needed Adjust linkage as necessary
Cooling Coil	Inspect and clean as required Check condition of finned surfaces and Straighten if bent Check for corrosion and leaks
Filter Section	Replace as necessary
Fresh Air Damper	Check for unrestricted and proper operation and close-off Lubricate bearings as required
Return Air Damper	Check for unrestricted and proper operation and close-off Lubricate bearings as required
Exhaust Air Damper	Check for unrestricted and proper operation and close-off Lubricate bearings as required



Ripken Stadium Maintenance Plan

04. HVAC Maintenance

Return Air Fan	Lubricate bearings and check for end play, excessive bearing temperature and wear Check blower and clean out dirt Check condition of drive couplings and belts
Supply Fan	Check for alignment, balance and security to shaft Check rotation
Return Air Fan Motor	Perform vibration test Lubricate bearings Check motor insulation resistance Examine motor mount resistance
Supply Motor	Perform vibration test Lubricate bearings Check motor insulation resistance Examine motor mount resistance
Motor Starter	Inspect starter coils and contacts Tighten all electrical connections Check operating current, voltage and heater size
Burner Section	Perform combustion and draft tests Inspect and clean nozzles Inspect, clean and lube burner fan Test safety controls
Heating Section	Inspect and clean as required Check for leaks in echanger



Ripken Stadium Maintenance Plan

04. HVAC Maintenance

Maintenance: This shall occur on an as needed basis and an immediate basis in response to inspection deficiencies. All simple maintenance will be done using industry standard repairs and documented. Repair SOP's shall be developed as needed. The more elaborate maintenance should be done using industry standard repairs and documented. The more elaborate maintenance should be conducted by a Maryland licensed HVAC contractor. Ripken Baseball also reserves the right to obtain a maintained agreement to cover said inspections.

Modifications: Any capital project modifications to the Rooftop HVAC system at Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a design and report from a licensed professional HVAC mechanical engineer. This report must contain a design of the modification and analysis of the modification and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant and the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

RIPKEN STADIUM CHECKLIST REVIEW

04. HVAC Maintenance Inspection Checklist

Component	Maintenance/Check Required	Staff Initials	Inspection Grade	Corrective Action or Planned Action
Filter(s)	Size/dirt accumulation (Monthly Inspection)			
Condenser Fan Motor	Perform vibration test			
	Lubricate bearings			
	Examine motor mount resiliency			
	Check motor insulation resistance			
Electrical Disconnect	Inspect contacts and loose connections			
	Check for proper operation			
Motor Starter	Inspect starter coils and contacts			
	Tighten all electrical connections			
	Check operating current, voltage and heater size			
Condenser Fan	Check fan wheel and clean dirt accumulation			
	Lubricate bearings and check for end play, excessive bearing temp and wear			
	Check condition of drive couplings and belts			
	Adjust as required			
	Check for corrosion and wear.			
Condenser Coil	Clean finned surfaces			
	Check for damage or leaks			
	Straighten bent fins			
Refrigeration Control Panel	Sequence test all controls			
	Check for damage or leaks			
	Calibrate and clean controllers and safety controls			
	Check setpoint of controls and limits			

Inspection Frequency - April / September

Key - G Good (No Action) F-Fair -(Planned Action) P-Poor (Action Recommended)

RIPKEN STADIUM CHECKLIST REVIEW

Refrigeration Compressor	Check crankcase heater operation			
	Check refrigerant charge			
	Check for refrigerant and oil leaks			
	Check oil level and condition			
	Perform acid test			
	Observe bearing and operating surface temperatures			
	Measure vibration			
Zone Control Actuators	Inspect, clean and calibrate			
	Adjust linkage as necessary			
Cooling Coil	Inspect and clean as required			
	Check condition of finned surfaces and straighten if bent			
	Check for corrosion and leaks			
Filter Section	Replace as necessary			
Fresh Air Damper	Check for unrestricted and proper operation and close-off			
	Lubricate bearings as required			
Return Air Damper	Check for unrestricted and proper operation and close-off			
	Lubricate bearings as required			
Exhaust Air Damper	Check for unrestricted and proper operation and close-off			
	Lubricate bearings as required			
Return Air Fan	Lubricate bearings and check for end play, excessive bearing			
	temperature and wear			
	Check blower and clean dirt accumulation			
	Check condition of drive couplings and belts			
Supply Fan	Check for alignment, balance and security to shaft			
	Check rotation			

Inspection Frequency - April / September

Key - G Good (No Action) F-Fair -(Planned Action) P-Poor (Action Recommended)

Return Air Fan Motor	Perform vibration test			
	Lubricate bearings			
	Check motor insulation resistance			
	Examine motor mount resiliency			
Supply Motor	Same as above			
Motor Starter	Inspect starter coils and contacts			
	Tighten all electrical connections			
	Check operating current, voltage and heater size			
Burner Section	Perform combustion and draft tests			
	Inspect and clean nozzles			
	Inspect, clean and lube burner fan			
	Test safety controls			
Heating Section	Inspect and clean as required			
	Check for leaks in exchanger			

Date _____

Key - G Good (No Action) F-Fair -(Planned Action) P-Poor (Action Recommended)



Ripken Stadium Maintenance Plan

05. Plumbing / Gas

Purpose: The purpose for plumbing, gas maintenance, sewer & Water Winterization is to protect the capital investment of new plumbing fixtures and water problems. Proper preventative maintenance will not only add years of life to the plumbing, it will also uncover problems before they happen. This will also help control other problems that could occur.

General Housekeeping: The following is a listing of general housekeeping responsibilities:

Keep toilets clean at all times

Keep sinks clean at all times

Keep showers clean at all times

Keep all drains clean and clear of debris

Checklist: Daily inspections shall be done on all plumbing during the IronBirds Baseball Season. Monthly Inspections shall be conducted during the off season. The visual inspections shall be conducted by Ripken Baseball Facilities Management Staff. The inspections shall be documented using a checklist that includes at a minimum the component inspected, the maintenance or check required, time and date of the inspection, suggested maintenance and the time and date the maintenance was completed. Every second year a licensed professional plumber shall conduct the inspection and provide a written report of the conditions at the expense of the lessee. The following is the listing of components that shall be inspected on the scheduled basis.

<u>Component</u>	<u>Maintenance</u>
Urinals	Check for leaks, cracks, running Water, and make sure automatic flush sensors are working
Toilets	Check for leaks, cracks, running water, and make sure automatic flush sensors are working
Floor Drains	Check for blockages and odors



Ripken Stadium Maintenance Plan

05. Plumbing / Gas

Faucets – Sensors	Make sure all faucets are in working order with both hot and cold water. Check for drips. Check to see that the automatic on/off sensors are working
Faucets – Push	Make sure all faucets are in working order with both hot and cold water. Check for drips. Make sure water comes on when pushed. Make sure water goes off after a few seconds.
Hot Water	Make sure the water is hot.
Hot Water Tanks	Check for leaks. Check for gas odor.
Showers	Make sure they are operational with both hot and cold water. Check for drips from the shower head. Make sure the floor drains are functioning and free of clogs. Check for odors from the drains. (Club House & Grounds Crew Office)
Hose Bibb	Check that they are in operating order. Check for drips.
Irrigation System	Clean and Winterize seasonally.

Maintenance: This shall occur on an immediate basis in response to the daily inspection during IronBirds games. Monthly inspections shall occur during off season. All simple maintenance will be done using industry standard repairs and documented. Ripken Baseball Group and the City of Aberdeen agree to satisfactory perform their respective responsibilities as above for in the Ripken Stadium Inspection and Maintenance Plan. Repair SOP's shall be developed as needed. The more elaborate maintenance should be conducted by a Maryland licensed plumber.



Ripken Stadium Maintenance Plan

05. Plumbing / Gas

Modifications: Any capital project modifications to the plumbing fixtures or plumbing components at Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a Maryland Licensed Plumber's report. In the event of a major modification the city has the right to require the design be completed by a licensed professional engineer. This report must contain a design of the modification, an analysis of the modification and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

05. Plumbing/Gas Maintenance Inspection Checklist

Completed by _____
Name & Title _____
Date: _____

INSPECTION GRADE KEY- G-Good (No Action) F - Fair (Planned Action) P - Poor (Repair Recommended)



Ripken Stadium Maintenance Plan

06. Seating

Purpose: The maintenance on the seats of Ripken Stadium is to protect the capital investment of new seats. The maintenance plan is also designed as a preventative safety measure. Proper maintenance of the seats will provide a safe environment for the fans at Ripken Stadium as well as extend the life of the seats.

General Housekeeping: The following is the listing of general housekeeping responsibilities:

Keep seats clean and clear of debris

Repair or discard any broken seats, tables or seatbacks

Always be on the lookout for broken seats, tables and seatbacks

Checklist: Inspections shall be weekly during the months of **June, July, August and September**. All visual inspections shall be conducted by Ripken Facilities Management Staff. Also during the month of May an inspection will be done to ensure everything is in working order prior to the start of a baseball season. The inspections shall be documented using a Checklist that includes at a minimum the component inspected, the maintenance or check required, time and date of inspection, suggested maintenance and the time and date the inspection was completed.

The following is the listing of components that shall be inspected on the scheduled basis.

<u>Component</u>	<u>Maintenance/Check Required</u>
Permanent Seating	Anchor bolts and tighten, use epoxy to fix if necessary. Check plastic seats for correct operation and grease if necessary. Check for cracks on seats and seat backs. Replace if cracked. Inspect for loose bolts. Tighten bolt until the bolt touches the seat. Do not over tighten.
Metal Parts of Seats	Check for rust. Touch up paint with high quality exterior primer and top coat. (Proper prep work)



Ripken Stadium Maintenance Plan

06. Seating

Moveable Tables & Chairs

Plastic tables and chairs need to be inspected for cracks and missing parts. Discard if necessary.

Stainless Tables & Chairs

Inspect for missing hardware and bent or broken parts. Discard if necessary.

Other Tables and Chairs

Inspect as above

Maintenance: Maintenance on these items shall be done on an immediate basis, in response to inspection deficiencies. All simple maintenance will be done using industry standard repairs and documented. Repair SOP's shall be developed as needed. The more elaborate maintenance should be turned over to a contractor.

Modifications: Any capital project modifications to the seating at Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a Structural Engineers report. This report must contain a design of the modification, an analysis of the modification and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

06. Seating Maintenance Inspection Checklist

Completed by _____
Name & Title

Date: _____



Ripken Stadium Maintenance Plan

07. Lighting Maintenance

Purpose: This lighting maintenance program is to ensure proper lighting at Ripken Stadium at all times. The interior and the exterior of Ripken Stadium must have proper lighting at all times.

Checklist: Monthly inspections and immediately after significant storm events. The visual inspections shall be conducted by Ripken baseball Facilities Management Staff. The inspections shall be documented using a checklist that includes at a minimum the components inspected, the maintenance or check required, the time and date of inspection, suggested maintenance and the time and date the maintenance was completed. Every two years a licensed professional electrician shall conduct the inspection and provide a written report of the conditions at the expense of the lessee.

The following is the listing of components that shall be inspected on the scheduled basis.

<u>Component</u>	<u>Maintenance/Check Required</u>
Parking/Exterior	Check that all lights are operational and not flickering. Check the condition of the base and pole of exterior lights. Inspect all bolts to see if they are Secure and free of rust. Examine all lenses for brightness and make sure there is no discolorization.
Interior-Office	Inspect all lights and make sure they are all working. Replace if necessary.
Interior-Club Level	Make sure all lights are mounted securely and in working condition.



Ripken Stadium Maintenance Plan

07. Lighting Maintenance

Emergency Lights	Test to be sure these lights come on when the power goes out. Be sure the lights are mounted securely.
Exit Signs	All Exit signs must be in working order. Replace bulbs if needed.
Timers	Make sure they are set for the correct time and operating correctly.
Photo Cells	Check that they are in operating order.
Façade	Operational
Signs	Operational
Field Lighting	Operational
Concourse Lighting	Operational

Maintenance: The maintenance of the lights at Ripken Stadium shall be done on an as-needed basis or on a monthly basis. All simple maintenance will be done using industry standard repairs and documented. Repair SOP's shall be developed as needed. The more complex maintenance shall be conducted by a licensed professional electrician.

Modifications: Any capital project modifications to the lighting at Ripken Stadium must be approved by the Director of Public Works for the City of Aberdeen. All proposed modifications must be accompanied by a Licensed Electricians report. In the event of a major modification the city has the right to require the design be completed by a licensed professional engineer. This report must contain a design of the modification, an analysis of the modification and must show no impact to the structural or functional integrity of the component. The City of Aberdeen has the right to have these modifications reviewed by an outside consultant at the expense of the lessee.



Ripken Stadium Maintenance Plan

07. Lighting Maintenance

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests.

RIPKEN STADIUM CHECKLIST REVIEW

07. Exterior & Interior Lighting Maintenance Inspection Checklist

Component	Maintenance Inspection Required	Staff Initials	Inspection Grade	Corrective Action and or Planned Action
Parking/Exterior	Operational / no outage (flickering)			
Parking/Exterior	Condition of baseb & Pole			
Parking/Exterior	Bolts Secured to Base & Pole area			
Parking/Exterior	Lenses non-yellowing & intact			
Interior/Office	Operational / no outage (flickering)			
Interior/ Club Level	Operational / no outage (flickering)			
Interior/Club Level	Mounted Securely			
Exit Signs	Operational / no outage (flickering)/Good Lense			
Timers	Correct Time & Operating			
Photo Cell	Operating Correctly			
Facade	Operational			
Signs	Operational			
Field Lighting	Operational			
Concourse Lighting	Operational no outage (flickering)/Good Lense			

Completed by
Name & Title

Date:



Ripken Stadium Maintenance Plan

08. Fire Extinguisher Inspection

Purpose: Fire Extinguisher inspection and the maintenance program are to ensure that Ripken Baseball Group has reduced public risk by conducting annual and monthly inspections of Fire Extinguisher at the complex.

Checklist: Ripken Baseball Group will conduct a **monthly** inspection of each unit to ensure the unit is fully functional. Also a yearly inspection will be conducted by a certified Maryland State License vender to keep the stadium within compliance of state ordinance.

See document attached: Ripken Stadium Fire Extinguisher Monthly Inspection Report.

How to Inspect and what to Inspect:

1. Insure access to the extinguisher is not blocked.
2. The pressure should be within the recommended level on extinguishers equipped with a gauge. The needle should be in the green zone. If the needle is not in **green zone**, the extinguisher requires professional maintenance and this should be noted on the inspection report.
3. Verify the locking pin is intact and the tamper seal is not broken.
4. Visually inspect the hose and nozzle to ensure they are in good condition.
5. Visually inspect the extinguisher for dents, leaks, rust, chemical deposits or other signs of abuse/wear and note any findings on the inspection report. If the extinguisher is damaged or needs recharging, remove it from service and note this on the inspection report.

Maintenance: All maintenance required on Fire Extinguishers will ONLY be conduct by a certified vendor.

Modifications: N/A

Records: All inspections, maintenance and modifications that take place under this section of the Ripken Stadium Inspection Program shall be kept on file by Ripken Stadium and a copy of the same submitted to the Director of Public Works and the Ripken Stadium Management Board. Maintenance records will be subject to spot inspections and shall be available within 24 hours of such requests



Ripken Stadium Fire Extinguisher Monthly Inspection Report

MONTH: _____			
Location	Type	Year	Condition
Grounds Office - Dino's Office	ABC	2010	
Grounds Office - Front Door	ABC	2010	
Grounds Equipment Shed - Middle Bay Door	ABC	2010	
Home Club House - Laundry Room	ABC	2010	
Home Club House - Trainers Room	ABC	2010	
Crab Shack	ABC	2010	
1st Base Concession by door	ABC	2010	
Concessions middle room by door	AMEREX	2010	
1st Base Concession middle room - Back wall	ABC	2010	
Levy Office - 1st Base near loading dock	ABC	2010	
First Aid Office	ABC	2010	
Hanger Store Main Door	ABC	2010	
Hanger Store - Register	ABC	2010	
IB Office Kitchen Area	ABC	2010	
IB Office Elevator Room	ABC	2010	
IB Office Back Door to Stadium area	Cintas	2010	
IB Side Door to Storage area	BFPE	2010	
3rd Base Concessions - Middle room & door	AMEREX	2010	
3rd Base Concessions - Front Door - Not hanging	BFPE	2010	
3rd Base Concessions - Back Door	AMERIX	2010	
Club Level-Press Box Visitors Radio	ABC	2010	
Club Level-Kitchen back door	BFPE	2010	
Club Level-Kitchen Side Door	Badger	2010	
Club Level - 1st Base Side near exit	ABC	2010	
Club Level - 3rd Base Side near exit	ABC	2010	
Club Level - 1st Base Side near Rest Rooms	ABC	2010	
Mechanical Room	AMERIX	2010	
Visitor Clubhouse	ABC	2010	
Visitor Clubhouse	ABC	2010	
Umpires Clubhouse	ABC	2010	
Inspection Conducted by: _____ Date: _____			
Condition Icons			
G - Good			
N - Repair or Replacement			